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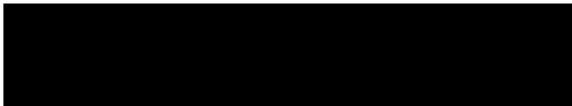
12 FEB 1974

MEMORANDUM FOR: Associate Deputy Director
for Management and Services

SUBJECT : Resource Package - Office of Security

REFERENCE : Multiple Adse Memo dtd 28 January 74
from ADD/M&S, Subject: Procedures to
be Used in Arriving at Recommended
FY-75 Personnel Reductions (DD/M&S
74-0301)

1. This memorandum is for information only.
2. Attached are the Resource Packages of the Office of Security as requested by referent. They have been arranged in an order of inverse priority.
3. Also attached is a listing of staff positions to be eliminated equal to at least ten percent of the ceiling of this Office. While these positions are scattered among the various Resource Packages, the functions to which they apply are also listed in an order of inverse priority.



Howard J. Osborn
Director of Security

25X1A

Atts

Distribution:
Orig. & 1 - Adse
1 - D/Security
① - PPB File
1 - PPB Chrono

25X1A

 :abh (11 Feb 74)

Regraded Unclassified when separated
from Classified Attachment(s)

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TAB

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OFFICE OF SECURITY

Resource Package (Summary)
FY 1974

No.	Resource Package	Staff Position Allocated
1.	Security Support to the Intelligence Community	25X9 
2.	Computer Security Guidance	
3.	Security Support to the Agency	
4.	Technical Security Countermeasures	
5.	Field Office Activity	
6.	Record-keeping	
7.	Management/Administration	
8.	Management and Supervision	
9.	Physical Security (Access/Facilities)	
10.	Personnel Security (Applicant/Employee)	
Total*		

*Should equate to current Office staff ceiling - FY 1974.

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25X9

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OFFICE OF SECURITY

25X9

Resource Package # 1 Title Security Support to the Intelligence Community
No. of Staff Positions Allocated _____

Functions Included

- a) Policy guidance is provided concerning compartmented intelligence security activities. (30)
- b) Staff security assistance is provided to a covert national office. (31).
- c) Security support and policy guidance is provided to certain activities of the Intelligence Community. (32)
- d) As a service of common concern to the Intelligence Community, intentional, unauthorized disclosures of compartmented intelligence information in public information media channels are monitored and collated. (33)

Outputs/Customer serviced

All Agency components, participating U. S. Government departments and agencies (USIB, non-USIB, and White House) and cooperating foreign governments.

Effect of at least 10% reduction in staff personnel

One staff position is identified for elimination representing a reduction in the overall Office of Security allocation of staff positions. The elimination of this

25X9

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Resource Package #1 Title Security Support to the Intelligence Community

Effect of at least 10% reduction in staff personnel (cont'd)

position from function b) would not impair the personnel and physical security mission of the Office of Security. This function could be reassigned to the Science and Technology Directorate, or it might be negotiable for transfer to the Department of Defense.

OFFICE OF SECURITY

Resource Package # 2 Title Computer Security Guidance
No. of Staff Positions Allocated

Functions Included

No. Pos.

Staff Contract
25X9

- a) Management is provided for the Agency's information handling security program. (34)
- b) Security guidance and support is provided for Agency computer operations. (35)

Outputs/Customer serviced

All Agency components and USIB departments and agencies of the U. S. Government.

Effect of at least 10% reduction in staff personnel

Since this resource package is currently performing at the minimum practicable level of activity, an incremental reduction in staff personnel is not possible. The choice is retention at

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Resource Package #2 Title Computer Security Guidance

Effect of at least 10% reduction in staff personnel (cont'd)

its present staffing level or elimination of the resource package. If eliminated, function a) could be transferred to the Intelligence Community Staff, and b) could be decentralized with responsibility assigned to the several computer components of the Agency as the OJCS, NPIC, and the ISG/DDO. The Office of Security identifies these [REDACTED] positions for elimination representing a [REDACTED] reduction in its overall allocation of staff positions.

25X9
25X9

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OFFICE OF SECURITY

25X9

Resource Package # 3 Title Security Support to the Agency
No. of Staff Positions Allocated

Functions Included

- a) Providing security interview and polygraph examinations. (6)
- b) Providing research and training in the use of the polygraph as an aid to interrogation. (7)
- c) Furnishing security advice/guidance to Agency employees. (9)
- d) Furnishing security support to Agency operations (10)
- e) Furnishing security cover support and documentation to agency activities. (16)

25X1A

Outputs/Customer serviced

All Agency components.

Effect of at least 10% reduction in staff personnel

25X9 ☐

25X9

██████ staff positions are identified for elimination representing a ██████ reduction in the overall Office of Security allocation of staff positions. The elimination of ██████ positions 25X9 ☐

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Resource Package # 3 Title Security Support to the Agency

Effect of at least 10% reduction in staff personnel (cont'd)

from function f) will necessitate transferring this function to the Office of the General Counsel or to the Deputy Director for Operations. The elimination of one position from function g) would transfer the servicing function to using Agency components.

25X1A

25X9

25X9

No. Pos.

Staff Contract

25X9

d) Operating an Inter-Agency Training Center. (56)

Effect of at least 10% reduction in staff personnel

25X9

25X9

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Resource Package #4 Title Technical Security Countermeasures

Effect of at least 10% reduction in staff personnel (cont'd)

positions for function d) will necessitate having the United States Intelligence Board assign the Executive Agent responsibilities for the Inter-Agency Training Center to another member of the Intelligence Community.

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OFFICE OF SECURITY

25X9

Resource Package # 5 Title Field Office Activity
No. of Staff Positions Allocated

Functions Included

No. Pos.

Staff

Contract

- a) Investigations. (5)
- b) Operational Support. (11)

25X9

Outputs/Customer serviced

All Agency components

Effect of at least 10% reduction in staff personnel

25X9 positions are identified for elimination from
25X9 function b) representing a reduction in the overall Office
of Security allocation of staff positions. The effect on

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OFFICE OF SECURITY

Resource Package # 6 Title _____ Record Keeping 25X9
No. of Staff Positions Allocated ██████████

Functions Included

No. Pos.
25X9

- a) Case processing and control. (20)
- b) Master Index activity. (21)
- c) Systems Support activity. (22)
- d) Security file control. (23)
- e) Case analysis and information support. (24)
- f) Security file storage control. (25)
- g) Registry and courier service. (26)
- h) Records administration. (27)
- i) Release of investigative data to other agencies. (28)
- j) Centralized compartmented clearance record keeping. (29)

Outputs/Customer serviced

All components of the Office of Security, the Agency, and some 44 departments and agencies of the U. S. Government.

Effect of at least 10% reduction in staff personnel

25X9 ██████████ positions are identified for elimination repre-
25X9 senting a ██████████ reduction in the overall Office of Security
25X9 allocation of staff positions. ██████████ positions would be eliminated

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Resource Package # 6 Title Record Keeping

Effect of at least 10% reduction in staff personnel (cont'd)

from function f) eliminating the microfiche program and concentrating the remaining resources of the function on security file purging and retirement activities. One position would be eliminated from function g) eliminating a mail manifesting service of common concern for all components of the Office of Security. ■ positions would be eliminated from function j) discontinuing the maintenance of a central record depository of active compartmented clearances for the Intelligence Community but retaining such a central record system on Agency employees only for the internal use of the Agency.

25X9

OFFICE OF SECURITY

Resource Package # 7 Title Management/Administration 25X9
No. of Staff Positions Allocated [REDACTED]

Functions Included

No. Pos.

25X9
[REDACTED]

- a) Provide policy and planning coordination for the Office of Security. (36)
- b) Provide budgetary and financial administration for the Office of Security. (37)
- c) Provide logistical administration for the Office of Security. (38)
- d) Provide personnel administration for the Office of Security. (39)
- e) Manage the training program and activities of the Office of Security. (40)

Outputs/Customer serviced

All components of the Office of Security, the Office of Finance, the Office of Logistics, the Office of Personnel, the Office of Training, and the staff of the Management and Services Staff.

Effect of at least 10% reduction in staff personnel

This resource package was reorganized in July 1973 to perform at the minimum practicable level of effectiveness. A further incremental reduction in staff personnel is not possible.

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OFFICE OF SECURITY

25X9

Resource Package # 8 Title Management and Supervision (58)
No. of Staff Positions Allocated

Functions Included

No. Pos.

25X9

- a) Office of the Director of Security
- b) Office of the Deputy Director of Security
for Policy and Management
- c) Office of the Chief, Plans, Programs and
Administration Division
- d) Office of the Chief, Security Records Division
- e) Office of the Deputy Director of Security
for Personnel Security and Investigations
- f) Office of the Deputy Director of Security
for Physical, Technical and Overseas Security

Outputs/Customer serviced

All Agency components and departments and agencies
of the U. S. Government.

Effect of at least 10% reduction in staff personnel

This resource package was reorganized in July 1973 to
perform at the minimum practicable level of effectiveness.
A further incremental reduction in staff personnel is not
possible.

OFFICE OF SECURITY

Resource Package # 9 Title Physical Security (Access/Facilities)

No. of Staff Positions Allocated 25X9

Functions Included

No. Pos.
Staff Contract

a) Security staff guidance/assistance is provided to Agency overseas installations. (41)

b) The management of an Agency Safety and Fire Prevention Program. (42)

c) Security staff guidance/assistance is provided to Agency domestic installations. (43)

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d) Managing [REDACTED] a sensitive Office of Security project. (44)

e) The servicing of security safekeeping equipment in the Headquarters area. (45)

25X1A

g) Managing a receptionist program. (47)

h) Coordinating a GSA Guard program. (48/49)

i) Managing a Security Duty Officer Program. (50)

j) Managing a Parking Ticket Program. (51)

k) Managing an Identification Program. (52)

Outputs/Customer serviced

*GSA Protective Service Officer

All Agency components.

Effect of at least 10% reduction in staff personnel

25X9

25X9

25X9

[REDACTED] positions are identified for elimination representing a [REDACTED] reduction in the overall Office of Security allocation of staff positions. [REDACTED] positions would be

Resource Package # 9 Title Physical Security (Access/Facilities)

Effect of at least 10% reduction in staff personnel (cont'd)

eliminated from function b). Agency responsibilities to fulfill certain statutory requirements with respect to employees occupational safety and health would have to be reassigned to another Agency component. The loss of this function would not impair the personnel and physical security mission of the Office of Security. [REDACTED] staff positions would be eliminated from function g) necessitating the closing of receptionist posts serving the Chamber of Commerce Building, [REDACTED], and the South/Central/East Building complex, the Key Building, two posts serving the Ames Building, and the receptionist post serving the Interrogation Research Branch/SSD/PSI of the Office of Security in the Headquarters Building.

25X9

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OFFICE OF SECURITY

Resource Package # 10 Title Personnel Security (Applicant/Employee)
No. of Staff Positions Allocated 25X9

Functions Included

No. Pos.

- a) Processing staff personnel clearances. (1)
- b) Processing covert clearances and/or approval actions. (2)
- c) Processing staff-like clearances. (3)
- d) Processing industrial security approvals. (4)
- e) Exploiting counterintelligence information. (18)
- f) Processing employee reinvestigations. (12)
- g) Providing liaison in personnel security matters to U. S. Government agencies and the Applicant Review Panel and the Overseas Candidate Review Panel of the Agency. (13)
- h) Processing requests for security certifications and other security actions. (14)

25X9

25X1A

Outputs/Customer serviced

All Agency components and departments and agencies of the U. S. Government.

Effect of at least 10% reduction in staff personnel

This resource package was reorganized in July 1973 to perform at the minimum practicable level of effectiveness. A further incremental reduction in staff personnel is not possible.

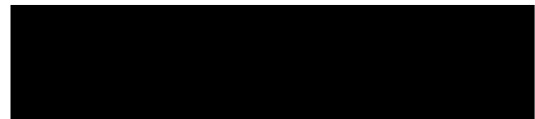
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6 February 1974

MEMORANDUM FOR: Deputy Director for Policy and Management
SUBJECT : Resource Packages - Office of Security
REFERENCE : DD/P&M Memorandum, dated 4 February 1974,
Subject as Above

1. The only comment the undersigned has on this topic relates to Priority No. 14., "Alien Affairs".

2. It is my recollection that it had ultimately been decided that the alien affairs function would be raised to No. 1 in the inverse priority listing; therefore, I suggest the above change be made in response to your query.



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Deputy Director of Security
Personnel Security and Investigations

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CL BY 061142

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6 February 1974

MEMORANDUM FOR: Deputy Director for Policy and Management
SUBJECT : Resource Packages - Office of Security
REFERENCE : DD/P&M Memorandum, dated 4 February 1974,
Subject as Above

1. The only comment the undersigned has on this topic relates to Priority No. 14., "Alien Affairs".

2. It is my recollection that it had ultimately been decided that the alien affairs function would be raised to No. 1 in the inverse priority listing; therefore, I suggest the above change be made in response to your query.

 25X1A
Deputy Director of Security
Personnel Security and Investigations

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CLASSIFICATION			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/P&M	6 FEB 1974	<i>L/S</i>
2	<i>C/PP Br.</i>		
3			
4			
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6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: Deadline: 7 February 1974			
FOLD HERE TO RETURN TO SENDER			
PHONE NO.		DATE	
[REDACTED]		2/6/74	
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Approved For

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7 February 1974

MEMORANDUM FOR: Deputy Director of Security (PTOS)
SUBJECT : Resource Packages - Office of Security
REFERENCE : Your memorandum dated 4 Feb 74, same subject

1. Reference memorandum and attachments have been reviewed in PTOS, and no changes are recommended concerning positions which have been identified as of lowest priority.


2. It is noted that there is an inconsistency between the Resource Package Summary which lists Technical Security Countermeasures as number 3 and the Office of Security listing of positions to be eliminated. It would appear that the items which are presently included in Resource Package Summary number 4 with the exception of A and B need to be re-examined.

3. I would be happy to discuss this matter further with you at your convenience.

*This was
red with
and his
corporated
draft.*

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Deputy Director of Security (PTOS)

25X1A

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E2 IMPDET
CL BY 063344

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/P&M		
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	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
DD/PTOS			2/7/74
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DD/M&S 74-0301

28 JAN 1974

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, ISAS
Chief, History Staff

SUBJECT : Procedures to be Used in Arriving at
Recommended FY 75 Personnel Reductions

1. As you know, the Associate Deputy Directors have been constituted as a working group under the chairmanship of the Comptroller to set new ceiling allocations for the reduction of Agency staff positions to [REDACTED] in time for inclusion in the final FY 1975 budget. The ADD Working Group has agreed that:

25X9

a. The near-term problem of allocating ceiling reductions should be done in an arbitrary manner so that no precedents are set which prejudice the longer term objective of helping the DCI reach a rational and equitable ceiling allocation. We proposed a straight across-the-board percentage reduction.

b. The longer term problem should be addressed by mutual discussion among us of the functional needs of Directorates and the presentation to the DCI of the issues raised thereby. We furnish the DCI our views on these issues so that he can finally decide on the reallocation of all [REDACTED] positions among Directorates and their components.

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2. A draft Program Call has been circulated to the four Directorate Planning Staffs for comment. Time constraints prohibit soliciting comments from each of your offices. The DD/M&S Plans Staff has offered a number of

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FY 74 ceiling

comments but the basic concept is expected to be issued in the final Call essentially as it is prescribed in the draft. A copy of the draft is attached. It differs somewhat from earlier Calls in emphasizing the use of resource packages; in deemphasizing traditional program categories (collection, production, etc.); and in accommodating to the Director's desires to relate objectives and resources more effectively. Under the resource package concept, each Directorate will divide its entire budget into packages of personnel and other resources devoted to specific functional tasks.

3. The ADD Personnel Working Group has agreed to use the resource package concept developed in the Program Call in conducting the personnel analysis needed to accomplish its task. The first step is the identification of the resource packages and, at this time and for purposes of this exercise, only the personnel requirements of each. The packages, with appropriate description and analysis, will serve as the basis for individual ADD presentations to the Working Group. Most of the work has already been done in this Directorate through the Functional Reviews you completed earlier. What we need now is an aggregation of the individual functions into resource packages and your arrangement of them in order of inverse priority; e.g., if a function has to be given up which should go first, second, etc. The list should cover about 10% of your FY 1974 position ceiling.

4. The A-DD/M&S is scheduled to make the first presentation to the ADD Personnel Working Group on 27 February. In order to prepare the presentation adequately we should have your submissions as soon as you can complete them, but not later than 15 February. The DD/M&S Plans Staff is available to assist you in any way they can.

/s/ John F. Blake

John F. Blake
Associate Deputy Director
for
Management and Services

Att.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Resource Package - Office of Security

FROM:

EXTENSION

NO.

5311

DATE

11 February 1974

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

AC/PPB

2/11/74

WHS

2.

C/PP&AD

WHS

3.

DD/P&M

11 FEB

WHS

4.

D/Security

12 FEB 1974

WHS

5.

~~DD/Security~~

not seen

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